“Inspire excellence, develop intellectual curiosity, teach responsibility, embrace diversity and foster a compassionate community.”

As members of the Overlake community, students will use technology responsibly by acting in a considerate, safe, and ethical manner in line with the mission of the school. Students will understand that the ethical use of technology extends beyond the school day and school buildings. Students will be mindful of how they present themselves online and offline, and understand that their words have the power to affect others’ and their own safety. Students will strive to model and practice these behaviors in both online and offline environments. School rules that govern respect for others, respect for property, academic honesty, and harassment apply on- and off-campus to any use of computer hardware, software, the Internet, electronic mail, social media, and related resources.

Excellence & Respect

1. I will treat personally-owned and school-provided technology and equipment with the same care, respect, and prudent caution as any other school resource or property.
2. I will bring my device(s) to school fully charged and in good working condition.
3. I will make sure that I use equipment in a clean environment away from water, food, paint, etc.
4. I will follow the technology expectations, norms and instructions as described in this document and as set by teachers and staff members for individual projects and spaces.

Community, Diversity, & Ethics

1. I will represent myself in honest and authentic ways.
2. I will not represent other people’s work as my own, will follow best practices for respecting copyright, and will give credit by properly citing all resources.
3. I will not use other people's passwords or access others' files. I will access shared files only with the owner’s permission.
4. I will access and create only material that is considered appropriate in our school community. I will not send or access inappropriate, violent, mature, harmful content electronically, including harassing, insulting, or attacking others in words, images, or video.
5. I will be mindful of the environment by reducing how much I print.

Responsibility & Safety

1. During instructional time, I will use accounts and technology only for school-related activities.
2. During instructional time, I will access and use only teacher-approved software, websites, and printers when given permission, and in appropriate locations.
3. I will protect my privacy and the privacy of others by never giving out personal information or passwords.
4. I will tell an adult if I ever feel unsafe while using technology.
5. I will not use technology to create harmful situations for others.

**By giving my consent, I understand:**

* Using technology is a privilege and may be limited if students do not use it responsibly;
* Overlake will investigate any misconduct as needed.

I certify that I have read and understand the Overlake Technology Use Agreement:

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_